

## Work Study Job Description

<b>Job Title</b>	Computer Lab Monitor 2
<b>Department Name</b>	School of Art
<b>Job Location</b>	Art Building Room 229
<b>Pay Rate</b>	\$11.00 - \$12.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	Up to 19 hrs/wk
<b>Contact Supervisor</b>	Mark Rector
<b>Phone Number</b>	206-616-6742
<b>Email Address</b>	mrector@u.washington.edu
<b>Website</b>	<a href="http://art.washington.edu/soacc">http://art.washington.edu/soacc</a>
<b>Box Number</b>	353440

### Nature of Organization

Staff provides support for two computing labs in the School of Art.

### Duties and Responsibilities

Staff will provide front desk administrative role for the School of Art Computer Center (SoACC) and 3dDesign Lab. Staff will supervise the daily check-out of equipment for students including digital cameras and video cameras.

Staff will provide additional support for lab operation including installing and maintaining software applications, ensure proper functioning of printer systems, and provide backup duties for Art computing staff.

Additional duties include maintaining paper and ink supplies in a large variety of printers, provide assistance with printing issues if needed, and help students familiarize themselves with the labs.

### Minimum Qualifications

Staff should be comfortable working with a diverse array of students, be willing to take initiative in learning the functions of the computer center and show attention to detail.

Familiarity with Macintosh computer systems is preferred. Knowledge of mainstream graphic design software such as the Adobe and Macromedia suites would be helpful and previous experience with peripheral devices such as color printers, scanners, and digital cameras/video cameras are also expected.

**Educational Benefits**

Ability to learn a large variety of software programs and an opportunity to work with a wide range of high-end peripheral devices not typically found elsewhere on campus. Large format plotters, slide and large-format film and flatbed scanners, digital cameras, digital video cameras, and DVD authoring are all available in the SoACC.

**How to Apply**

If interested in the position, please send email to [mrector@uw.edu](mailto:mrector@uw.edu)

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Federal